

C O N F I D E N T I A L

DO/IMS 79-210

4 MAY 1979

MEMORANDUM FOR: Agency Security Classification Officer,
ISAS/DDA 25X1

FROM:
Chief, Information Management Staff, DO

SUBJECT: Request for Waiver of Portion-Marking
Requirement for CIA Headquarters-Field
Correspondence 25X1

1. It is proposed that the Agency seek a waiver of the E.O. 12065 requirement for portion-marking of classified documents in the case of CIA Headquarters-field correspondence. The waiver is requested for the following reasons: 25X1

a. CIA Headquarters-field correspondence consists largely of an informal administrative and operational exchange. Individual messages are generally brief and by direction concern one subject. Portions (paragraphs) are often cryptic--meaningful and therefore properly classifiable only in context. To have to write and classify such messages by portion is to markedly affect the character and purpose of the exchange. 25X1

c. In practice, portion-marking of Headquarters-field correspondence contributes little to subsequent release 25X1

25X1

C O N F I D E N T I A L

Approved For Release 2007/08/04 : CIA-RDP86-00674R000100100002-9

25X1

Page Denied

Approved For Release 2007/08/04 : CIA-RDP86-00674R000100100002-9

C O N F I D E N T I A L

of information or to derivative classification of other documents - the main purposes of portion-marking. Documents requested for release undergo a mandatory review for declassification in which each portion of the document is carefully weighed for possible declassification and release regardless of previous markings. Likewise, it is seldom that these messages are the basis for derivative classification of other documents even within the internal system. Classification within the system is derived in most cases from a classification guide prepared specifically for that purpose. ☐

25X1

2. In summary, Headquarters-field correspondence is by nature a poor candidate for portion-marking. To conscientiously attempt to so classify this type of correspondence is inconsistent with the character and purpose of the correspondence and contributes little to the release of information or to the derivative classification of other documents. For these reasons it is requested that the requirement to so mark Headquarters-field correspondence be waived. ☐

25X1

25X1

C O N F I D E N T I A L

Page Denied